

Comparisons of Job Characteristics

Focus Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)

Associated Occupation: Court, Municipal, and License Clerks (43-4031)

Compare Knowledge

Compare Skills

Compare Abilities

Compare Detailed Work Activities

Compare Tools and Technologies

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 94

Focus Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)
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Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Clerical	7.3	16.4	20.7	>>	Current knowledge level is likely more than sufficient
Customer and Personal Service	11.3	13.6	15.7	>	Current knowledge level is likely sufficient
Law and Government	5.9	10.6	4.2	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 95

Focus Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)
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Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Active Listening	11.0	12.6	13.6	0	Current skill level may be sufficient
Speaking	10.8	12.2	13.8	>	Skill level is likely sufficient
Reading Comprehension	10.7	11.6	12.3	0	Current skill level may be sufficient
Writing	9.2	11.0	12.5	>	Skill level is likely sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities

Similarity of Focus Occupation to Associated Occupation: 96

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Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Oral Comprehension	12.5	13.4	15.0	>	Current ability level is likely sufficient
Oral Expression	12.4	13.4	14.1	0	Current ability level may be sufficient
Written Comprehension	11.0	12.9	13.1	0	Current ability level may be sufficient
Near Vision	11.1	12.4	12.5	0	Current ability level may be sufficient
Written Expression	9.8	12.1	12.2	0	Current ability level may be sufficient
Speech Recognition	9.9	10.5	13.3	>	Current ability level is likely sufficient
Information Ordering	9.9	9.9	12.3	>	Current ability level is likely sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 83

Focus Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)
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Work Activities	Exclusivity of Activity
Compile itinerary of planned meetings or activities	85
Fill out business or government forms	42
Maintain appointment calendar	78
Maintain inventory of office forms	71
Maintain job descriptions	78
Maintain records, reports, or files	5
Maintain telephone logs	74
Prepare financial reports	67
Take dictation	87
Take messages	68
Transcribe spoken or written information	74
Use computers to enter, access or retrieve data	3
Use oral or written communication techniques	1
Use shorthand writing procedures	92
Use spreadsheet software	18
Use word processing or desktop publishing software	17
Write business correspondence	58

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: n/a

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Tools and Technologies	Exclusivity
Tools and technology data is unavailable for one or both occupations.	

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.